

Construction Advisory

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Index: Final Inspection

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Construction Advisory
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Contractor Notification of Completed Work

Recent statewide audits have discovered that written notification concerning completion of project work is not being submitted, as required in Section 109.09 of the *2003 Standard Specifications for Construction*. This is also applicable to the 1990, 1996 and Interim 2003 specifications.

Section 109.09 of the *2003 Standard Specifications for Construction* states in part:

The Engineer shall make a final inspection after written notification by the Contractor that the work is completed. If work is not acceptable to the Engineer at the time of inspection, the Contractor will be advised in writing of specific defects to be remedied before final acceptance.

The contractor should be reminded of this written notice requirement at the pre-construction meeting, and noted in the meeting minutes. A sample note for pre-construction meetings is shown below.

"The contractor's attention was directed to Section 109.09 of the 2003 Standard Specifications for Construction. This section states the engineer shall make a final inspection after receipt of written notice that all work is complete. As such, the contractor was reminded to provide written notification that the work is complete and ready for final inspection."

On projects where pre-construction meetings have already occurred,

the contractor should be reminded in writing prior to the completion of project work.

